

**SIGN IN SHEET**

<b>RFP PMB-2009-28</b>	<b>REQUEST FOR PROPOSALS FOR INTEGRATED PEST MANAGEMENT SERVICES FOR KUHIO PARK TERRACE AND KUHIO HOMES UNDER ASSET MANAGEMENT PROJECT 40 ON THE ISLAND OF OAHU</b>
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**INSTRUCTIONS**

Please fill out this sheet and leave original at the respective office where you picked up your Request for Proposals (RFP) packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Rick Sogawa at (808) 832-6038.

<b>Pre-Proposal Conference / Site Inspection:</b>	March 9, 2010 9:00 a.m. – 10:00 a.m. Hawaii Standard Time (HST) Kuhio Park Terrace Resource Center Conference Room, 1475 Linapuni Street, Honolulu, HI 96819. Site inspection to follow at approximately 10:15 a.m. HST
<b>Proposal Submittal Deadline:</b>	Sealed proposals will be received until 4:00 p.m. HST on Monday, <u>March 29, 2010</u> at the HPHA – Central Files, 1002 North School Street, Building D, Honolulu, HI 96817. Email and facsimile transmissions shall not be accepted.
<b>Notice of Award:</b>	April 2010
<b>Contract Start Date:</b>	<b>April 1, 2010</b>

  

Date: _____	
<b>Company:</b>	_____
<b>Address:</b>	_____ _____ _____
<b>Phone No.</b>	_____
<b>Cell No.</b>	_____
<b>Fax No.</b>	_____
<b>Email Address:</b>	_____
<b>Contact Person:</b>	_____

\_\_\_\_\_  
*Signature of Person Picking Up Packet*

**REQUIRED ATTACHMENTS:**

The following must be submitted with the proposal:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Certificate of Compliance LIR #27 | <input checked="" type="checkbox"/> DCCA Certificate of Good Standing   |
| <input checked="" type="checkbox"/> Wage Certificate                  | <input checked="" type="checkbox"/> Corporate Resolution (indicating who is authorized to sign bid documents & contracts) |

The following shall be submitted prior to award of contract and no later than April 23, 2010.

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|---|---|
| <input checked="" type="checkbox"/> Certificate of Insurance(s) | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate |
| <input type="checkbox"/> Other: _____                           |   |